

## NEW HIRE RECRUITMENT INCENTIVES

1. NAME (Last, First, MI)		2. POSITION TITLE, SERIES, GRADE, STEP	
3. TENATIVE REPORTING DATE	4. LOCATION	5. REPORTING AGENCY	

RECOMMENDATION AND APPROVAL OF <i>(check appropriate box(es)):</i>	JUSTIFICATION <i>(check all that apply):</i>
<input type="checkbox"/> Pre Employment Interviews <i>(Attach list of all candidates)</i> <input type="checkbox"/> Recruitment Incentives <i>(Complete Section A below)</i> <input type="checkbox"/> Travel and Transportation Expenses <input type="checkbox"/> a. First Post of Duty <input type="checkbox"/> b. Demonstration Project <i>(Complete Section B below)</i> <input type="checkbox"/> Superior Qualifications/Advanced Step <i>(See Section C below and attach REE-13)</i> <input type="checkbox"/> Student Loan Repayment <i>(Complete Section D below)</i>	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Shortage of qualified applicants   <input type="checkbox"/> Unique Qualifications   <input type="checkbox"/> Urgency to Fill Position   <input type="checkbox"/> Labor Market Conditions </div> <div> <input type="checkbox"/> Recent Turnover Rate   <input type="checkbox"/> Emerging Technology   <input type="checkbox"/> Salary Compatibility/Offer Issues   <input type="checkbox"/> Other <i>(explain in narrative statement)</i> </div> </div>

### SECTION A. RECRUITMENT INCENTIVES *(Attach Service Agreement signed by Selectee)*

Pay Comparability Act (FEPCA)	Demonstration Project
<input type="checkbox"/> Up to 25% of Base Salary _____ % of Salary equivalent to \$ _____	<input type="checkbox"/> One Lump Sum payment (upon EOD) of \$ _____ <input type="checkbox"/> Deferred (payment within 36 months of EOD) Select <b>one</b> of the following: <input type="checkbox"/> One Lump Sum of \$ _____ payable on _____ <input type="checkbox"/> Incremental payments <b>(attach payment agreement signed by selectee).</b>

### SECTION B. PAYMENT OF TRAVEL AND TRANSPORTATION EXPENSES *(Attach Service Agreement signed by Selectee)*

- ☐ Travel and Transportation Expenses of appointee and/or family
- ☐ Travel Expenses above PLUS any of the following (for Demonstration Project New Hires Only):
- |  |  |
|--|--|
| <input type="checkbox"/> Per diem allowance for immediate family (5 U.S.C. 5724a.(a)(1)) | <input type="checkbox"/> Temporary quarters subsistence expenses (U.S.C. 5724a.(a)(3)) |
| <input type="checkbox"/> House hunting trip travel and expenses (5 U.S.C. 5724a.(a)(2))  | <input type="checkbox"/> Sale of residence expenses (5 U.S.C. 5724a.(a)(4)(A) & (B))   |
| <input type="checkbox"/> Purchase of residence expenses (5 U.S.C. 5724c.)                |  |

### SECTION C. SUPERIOR QUALIFICATIONS APPOINTMENT *(Attach justification to this form stating)*

- ! Selectee's superior qualifications or special need of the agency
- ! Factors considering in determining existing pay and reason for setting at the higher rate
- ! Reasons for authorizing an advanced rate instead of or in addition to a recruitment bonus

### SECTION D. STUDENT LOAN REPAYMENT *(Attach written justification and signed Service Agreement)*

- ☐ Amount Offered \_\_\_\_\_ *(not to exceed \$6,000 per calendar year or \$40,000 per career)*
- ☐ Verify Federally Insured Loan to Repay
- Payment Options:
- ☐ Lump Sum Payment *(Tax Withholdings 27.5% )*
- ☐ Interval Payments
- ☐ Tax Liability Covered by Employee *(check)*
- ☐ Taxes issued prior to repayment made to loan holder

**RECOMMENDATION AND APPROVAL INFORMATION**

1. Selecting Official Name and Title	Signature	Date
2. Second Level Supervisor Name and Title	Signature	Date
3. Budget and Fiscal Officer Name and Title	Signature	Date
4. Area Director/HQ Staff Office/Division Director Name and Title	Signature	Date